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Acting Chief Organization and Methods

31 January 1952

Comptroller

Proposed Procedure for Establishing and Changing
Tables of Organization

1. Your proposed procedure for establishing and changing
Tables of Organization has been reviewed and the following
suggestions are offered:

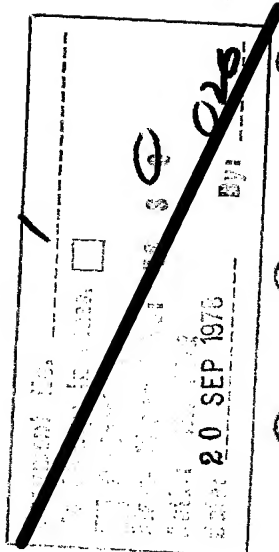
- (a) Due to the current need which is in line with the
limitation placed by the Bureau of the Budget on
personnel services and to assure that each request
is fully satisfied, it is suggested that paragraph
A. be strengthened to make clear the importance of
adequate justification. Paragraph A. might be supple-
mented as follows:

"The justification should concisely but
adequately indicate by division or activity
necessary requirements which cannot be met
with the present T/O authorization. Where
applicable, data concerning backlog, actual
and estimated work load trends, and any other
objective data should be furnished which will
be helpful in explaining the basis for the
additional request. A table should be included
with each proposed revision indicating by di-
vision a comparison of the proposed T/O with
the personnel on-duty and the present T/O."

- (b) That paragraph B. be rewritten as follows:

"All classified (including ungraded) posi-
tions, except positions authorized for covert
projects and covert foreign field stations,
shall be processed as follows:"

- (c) Eliminate from the second line of paragraph B. (2) (d)
the words "and (5)". This will be in line with a later
recommendation that paragraph B. (5) be eliminated in
its entirety.
- (d) Eliminate from the last line of paragraph B. (4) the
words "and those set forth in CIA Regulation
paragraph A". As paragraph A. of Regulation
with the preparation of personnel action from
appears to have no connection with this matter.



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- (e) It is the opinion of the undersigned that paragraph B. (5) should be deleted in its entirety. All increases in T/O should be approved by the DD/A. However, he may delegate to his deputies if he so desires the approval of T/O's not exceeding whatever limitation he desires to make.
- (f) I do not concur with paragraph C. in its present form. The entire paragraph should be rewritten and provisions made for review by the Comptroller's Office as limitations have been placed by the Bureau of the Budget on funds and also on the number of positions contained in the budget for overseas activities. It might be preferable to eliminate this item entirely and treat it as a separate subject for later consideration.

2. It is the opinion of the undersigned that a separate and distinct procedure should be established for the requesting and approving of T/O slots for Grades 16 and 17. Grade 18 has been omitted since approval is required by the Director. Regulation [REDACTED] provides for the approval and processing of personnel actions once the positions or slots are established on the T/O's. I would like to suggest that a Board or Committee be established to review the present supergrade structure within the Agency and that this same or similar Board or Committee review and recommend approval or disapproval of future requests for the establishing of positions in Grades 16 and 17. The Board or Committee, if established, would perform similar functions to that which the Civil Service Commission now performs for all other Government Agencies in connection with the establishment of supergrades.

E. R. SAUNDERS

cc: DD/A ✓
Signer's Copy

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